

***Travel Supported by  
OHSU (NIH grant)***

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <b><i>Pre-Trip</i></b> Checklist	Travel Coordinator <b><i>Pre-Trip</i></b> Checklist
<ol style="list-style-type: none"> <li>1. Call OHSU travel agent, Azumano (866-291-0460) to plan flight itinerary.</li> <li>2. Complete OHSU Travel Authorization form. Route form through OHSU fiscal authority. Submit to OHSU Travel Office (fax 503-494-2151).</li> <li>3. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary</li> <li><input type="checkbox"/> Funding source</li> <li><input type="checkbox"/> Estimated travel expenses</li> <li><input type="checkbox"/> Work and personal details</li> </ul> </li> <li>4. Sign VA paperwork prepared by Travel Coordinator.</li> <li>5. Enter AA in VISTA-Time &amp; Attendance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepare required VA paperwork. <ul style="list-style-type: none"> <li><input type="checkbox"/> OP165 (for reimbursement purposes)</li> <li><input type="checkbox"/> Memo to Regional Counsel &amp; 10-0101B</li> <li><input type="checkbox"/> SF-71 Leave Slip (Research Employees)</li> </ul> </li> <li>2. Submit original Memo to Regional Counsel &amp; 10-0101B and OP165 to Employee Travel.</li> </ol>

Traveler <b><i>Post-Trip</i></b> Checklist	Travel Coordinator <b><i>Post-Trip</i></b> Checklist
<ol style="list-style-type: none"> <li>1. Pick up memo from Travel Coordinator regarding routing of reimbursement check.</li> <li>2. Complete and submit OHSU paperwork, via OHSU fiscal authority, to OHSU Travel Office (fax 503-494-2151). Submit copy to Travel Coordinator. <ul style="list-style-type: none"> <li><input type="checkbox"/> OHSU Travel Reimbursement Form</li> <li><input type="checkbox"/> Travel Coordinator's memo</li> <li><input type="checkbox"/> Receipts</li> </ul> </li> <li>3. Sign travel voucher from Employee Travel.</li> <li>4. Receive reimbursement via electronic funds transfer from VA to bank account.</li> </ol>	<ol style="list-style-type: none"> <li>1. Receive reimbursement check from OHSU. Submit check and documentation to Employee Travel.</li> <li>2. Receive travel voucher from Employee Travel. Obtain signatures from traveler and fiscal authority. Return to Employee Travel.</li> <li>3. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.</li> </ol>